

Entering a Requisition in SCView

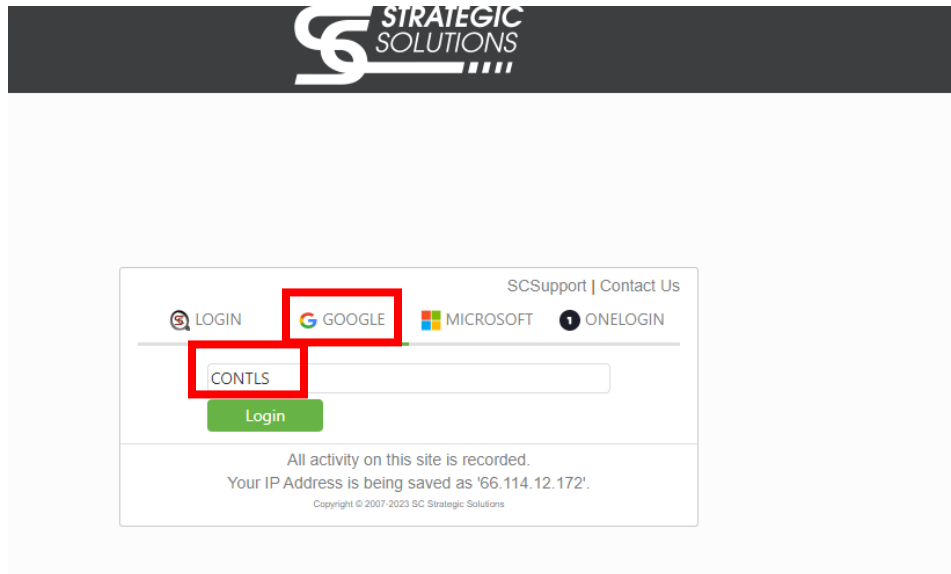
To login:

Go to WWW.myscview.com

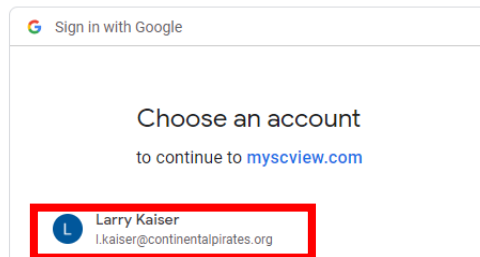
Click on the Google login icon

Enter: CONTLS for the Database

Choose your school gmail account.



The screenshot shows the SCView login interface. At the top, there is a dark banner with the 'STRATEGIC SOLUTIONS' logo. Below the banner, the login options are displayed: 'LOGIN' with a key icon, 'GOOGLE' with the Google logo, 'MICROSOFT' with the Microsoft logo, and 'ONELOGIN' with a person icon. The 'GOOGLE' option is highlighted with a red box. Below these options is a text input field containing 'CONTLS', which is also highlighted with a red box. A green 'Login' button is positioned below the input field. At the bottom of the login area, a message states: 'All activity on this site is recorded. Your IP Address is being saved as '66.114.12.172'. Copyright © 2007-2023 SC Strategic Solutions'.



The screenshot shows the Google account selection screen. At the top, it says 'Sign in with Google'. Below this, the text 'Choose an account to continue to myscview.com' is displayed. A list of accounts is shown below, with the first account, 'Larry Kaiser' (l.kaiser@continentalpirates.org), highlighted with a red box.

Entering a Requisition in SCView

1. Click on "Add Req" on the top left of the screen.

Home Search Workflow Tools Admin Log Out Continental Local Schools Help LARRY


REQUISITIONS PURCHASE ORDERS INVOICES CHECKS VCARDS Latest USAS Task Status: Pending - 8/16/2023, 4:43:12 PM Lock USAS 4 hours

Add Req. Edit Req. Copy Req. Upload Req. PO Details Load From USAS Export Acct Query Clear Filter Enter text to search...

From Last Prior Fiscal Year By User (all) Account FUND - FUNC - OBJ - SCC - SUBJ - OPU - IL - JOB Apply ☒ Items Affected Load AP Checks Status: Pending

<input type="checkbox"/>	Req. No	PO No	Status	Vendor No	Vendor Name	Total	Requested PO Date	Approval Path	Description	Created	Requester	Attention	Orderer
<input type="checkbox"/>	197	2240028	Submitted to USAS	6683	Safety Glasses USA, Inc	\$170.99	07/05/2023	Admin	* Treasurer will order - Fax * Safety GL...	06/27/2023	b.stegbauer@contine...	b.stegbauer	Treasurer will order - ...
<input type="checkbox"/>	196	2240027	Submitted to USAS	136	Nasco, Inc	\$1,074.99	07/05/2023	Admin	* Treasurer will order - Email * Life Sc...	06/27/2023	t.baker@continentalp...	t.baker	Treasurer will order - ...
<input type="checkbox"/>	192	2240026	Submitted to USAS	7139	Amplify Education	\$8,723.81	07/05/2023	Admin	* Treasurer will order - Email * Amplif...	06/19/2023	t.potts@continentalpi...	t.potts	Treasurer will order - ...
<input type="checkbox"/>	188	2240025	Submitted to USAS	7227	Special Reads for Special Nee...	\$395.00	07/05/2023	Admin	* Treasurer will order - Email * Readin...	06/09/2023	t.potts@continentalpi...	t.potts	Treasurer will order - ...
<input type="checkbox"/>	184	2240024	Submitted to USAS	6922	Gallopede International, Inc	\$1,221.46	07/05/2023	Admin	* Treasurer will order - Fax * 3rd and ...	06/08/2023	t.potts@continentalpi...	t.potts	Treasurer will order - ...
<input type="checkbox"/>	183	2240023	Submitted to USAS	6682	ExploreLearning, LLC (Inc)	\$15,918.34	07/05/2023	Admin	* Treasurer will order - Email * Elem a...	06/08/2023	t.potts@continentalpi...	t.potts	Treasurer will order - ...
<input type="checkbox"/>	182	2240022	Submitted to USAS	7092	Okio Labs, Inc.	\$395.00	07/05/2023	Admin	* Treasurer will order - Email * Elem ~...	06/08/2023	t.potts@continentalpi...	t.potts	Treasurer will order - ...
<input type="checkbox"/>	181	2240021	Submitted to USAS	5203	Mastery Education	\$2,915.25	07/05/2023	Admin	* Treasurer will order - Fax * ELEM-M...	06/07/2023	t.potts@continentalpi...	t.potts	Treasurer will order - ...
<input type="checkbox"/>	180	2240020	Submitted to USAS	5851	School Datebooks, Inc	\$432.63	07/05/2023	Admin	* Treasurer will order - Fax * EL WB c...	06/07/2023	t.potts@continentalpi...	t.potts	Treasurer will order - ...
<input type="checkbox"/>	177	2240019	Submitted to USAS	7140	IdentifiMatrix, Inc	\$1,320.00	07/05/2023	Admin	* Treasurer will order - Email * Buys...	06/01/2023	c.potts@continental...	c.potts	Treasurer will order - ...

Do not enter anything in the "Attention To", "Request PO Date" or "Requisition No." fields.

2. Enter the Vendor by either name or number. You can click on the  icon to search if you are unsure.
 - a. Vendor address and any email or fax number will automatically fill in.
3. Select who will place the order from the drop down. (the only choice is "I will place the order")
4. Enter an over description for the requisition. (i.e. elementary supplies)
5. You can enter any notes you'd like me to have about the requisition in the "Internal Notes" field, this will not end up on the PO. This is not required.
6. Click on "Add line" to add the first line of your requisition.

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Requester Email l.kaiser@continentalpirates.org	Attention To l.kaiser	Requested PO Date 8/16/2023	Requisition No. (AUTO)
CC Email			
Vendor [Dropdown]		Approval Path High School (7190)	
Email Vendor <input type="checkbox"/>		Deliver To High School (7190)	
Fax Vendor <input type="checkbox"/>		High School 5211 St Rt 634 Continental, OH 45831	
Vendor Address			
Internal Notes (DOES NOT APPEAR ON PO)		Description (APPEARS ON PO ABOVE LINES)	
Who Will Place Order [Dropdown]			
No Attachments			<input type="checkbox"/> Send with PO
<input type="button" value="Add Line"/>	<input type="button" value="Copy Line"/>	<input type="button" value="Edit Line"/>	<input type="button" value="Delete Line"/>
<input type="button" value="Upload"/>			
I understand I am responsible for placing this order once I receive a purchase order			
#	Quantity	Unit	Unit Price
Description			
Account			
Total			
No data to display			
<input type="button" value="Submit"/>	<input type="button" value="Save Draft"/>	<input type="button" value="Cancel"/>	

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7. Enter how many you are ordering in the "Quantity" field.
8. Enter the price per item in the "Price" Field.
9. Enter a specific description of the item in the "Description" field.
10. If you know the account code, or would like to attempt it, enter that in the "Code" fields. (The account code is not required, for now)
11. Click on "Update" to add the line.

You do not need to use the "Split by Price" or "Split by Qty" buttons.

12. Repeat steps 6-11 to add however many lines you need.

Add LineCopy LineEdit LineDelete LineUpload

I understand I am responsible for placing this order once I receive a purchase order

#	Quantity	Unit	Unit Price	Description	Account	Total
	Quantity: 1	Unit:	Price: \$55.00	Description: stuff and things		
Acct. Desc:				Code: Fun- Func- Obj- SCC- Subj- OPL- IL- Job		
				Split By PriceSplit By QtyUpdateCancel		

SubmitSave DraftCancel

Entering a Requisition in SCView

If you want to duplicate a line item, click on that line and then click on the "Copy Line" button.

If you want to edit one of the lines, select that line and then click on the "Edit Line" button (or double click on that line)

If you want to delete a line from the requisition, select that line and click on the "Delete Line" button.

You will not use the Upload button

13. If you have an attachment to send with the requisition (quote, shopping cart, etc) click on the "Attach" button and select that file to upload.

If you want a copy of that attachment sent back to you with the PO, check the "Send with PO" box.

14. Once you've added all lines and attachments, click on "Submit" to send the requisition to the workflow for approval.

Once the requisition has been fully approved, it will be converted to a purchase order, and that will be emailed to you. At that point, you are cleared to make your purchase.

who will place order

I will place the order

No Attachments

▲▼

Attach

☐ Send with PO

Add LineCopy LineEdit LineDelete LineUpload

I understand I am responsible for placing this order once I receive a purchase order

#	Quantity	Unit	Unit Price	Description	Account	Total
1	1.000		\$55.0000	stuff and things	000-0000-000-0000-0000000-000-00-000	\$55.00
2	6.000		\$2.0000	what?	000-0000-000-0000-0000000-000-00-000	\$12.00
3	1.000		\$9.0000	school stuff	000-0000-000-0000-0000000-000-00-000	\$9.00

SubmitSave DraftCancel

\$76.00